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6 June 1983

MEMORANDUM FOR: Director of Communications

FROM:

[REDACTED]

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SUBJECT:

[REDACTED] Monthly Report - May 1983 [REDACTED]

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1. During the month of May 1983 there were 18 groups with a total attendance of 1,129 in conference and training activity at [REDACTED]. This compares with 17 groups with a total attendance of 982 during May 1982. There are 33 groups with an estimated attendance of 797 scheduled for the month of June 1983.

[REDACTED]

3. [REDACTED] DDA Planning Officer, requested a general, overall briefing [REDACTED] given on 17 May.

[REDACTED]

5. The Wang Alliance System has been operational [REDACTED] [REDACTED] for approximately two months. This period has been devoted primarily to word processing application, a variety of letters, contracts, and record keeping procedures have been put

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25X1

into the system. After this initial input there should be substantial savings in man-hours devoted to these procedures. To take advantage of one of the Alliance's many capabilities, an order has been placed for a Math Keyboard, the AL-CP/M Operating System, and the AL-MULTI (Multi Plan) software. This will enable the Finance Branch to take full advantage of the system's ability to assist with financial records. To enhance the use of the system, a number of requests for AL-20 and AL-30 training courses have been processed for June and July.

6. Informal concurrence has been obtained from [] RECD, OL for us to forward a request for Delegation of Authority to enter into an Architectural and Engineering contract for air conditioning [] OL will consider the request even though the normally required certification that construction funds are available cannot be made at this time. The [] for large office conferences, and becomes unbearably hot unless exhaust fans are used. They, then, are objectionably noisy because of the large volume of air to be moved.

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8. Because of the understrength situation [] arrangements were made to train employees assigned to the Escort Program to perform desk duties [] Office. Five escorts will have completed training and will be providing support on a regular basis during the summer. Anticipating upward mobility, retirements and the heavy losses of applicants, being experienced as a result of the security clearance process (4 out of 5 disapprovals) []

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